

# Useful Information for Job Seekers

**PLEASE NOTE:** You must be registered with Brevard Workforce prior to participating in the Virtual Job Fair. Please visit [www.launchnewcareers.com](http://www.launchnewcareers.com) to register.

- Make sure to prepare your resume in advance.
- Don't wait until the last minute!
- If your personal circumstances allow, be open to job opportunities in other geographic areas.
- Visit <http://kscvoice> frequently for the latest transition news and updates.
- Have your Private Industry and Federal resumes ready (remember that resumes for Federal jobs should not be concise like your Private Industry resume. They should be comprehensive and list all of your experience.)
- If you plan to apply to Federal jobs, have your account and resume already set up in [www.usajobs.gov](http://www.usajobs.gov).
- If you would like assistance with exploring Federal Opportunities visit the **Workforce Transition Office**

**The Workforce Transition Office offers the following services:** Understanding Federal Job Announcements, Applying for Federal Employment, Reviewing your Federal Resume, Federal Interviewing Tips & Techniques, On-line training video at <http://www.launchnewcareers.com/workshops-seminars/>

You can schedule an appointment by visiting <http://kscvoice> (only accessible within KSC gates) or by calling (321)867-4772

## Job Seeker Registration 'How-To'

These are step by step instructions to assist job seekers in registering online May 17-31, 2010:

1. **Link to Virtual Job Fair coming soon!**
2. Select 'Register' - on the right of the page you will see the Job Seekers register area (you will need to register for every new VJF being held. Login information is not stored from event to event)
3. Complete the requested information (first name, last name, address, etc.); create a password and write it down somewhere safe; select your career level, years of experience, degree/level attained; review the "Terms of Use" and select "I Agree" then select "Create Account."
4. Complete the required resume information for the "resume wizard" in order to apply to any job openings. (You can view booths, but you will not be able to apply to jobs until the "resume wizard" is completed.) The wizard has several screens you need to complete in order to build your resume for use on the VJF. Please complete all sections with accurate information. This will be what employers see when you post your resume to their job openings.
5. Once you have completed the "resume wizard" questions, you will be able to edit your resume by adding education, work experience, and references. At this point of completion, you will also be able to view exhibitor booths for available job openings, search jobs, update your profile or update your resume.
6. Remember your username and password as you can check for new businesses and new job postings throughout the entire VJF. If you forget your password, select "forgot password" during the current VJF and your password will be e-mailed to you.
7. The Job Seeker survey will 'pop-up' when the Job Seeker leaves the VJF.